

Minutes
Warm Springs Public Service District
September 13, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10 AM on September 13, 2017. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on September 7, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:10 AM with all members present: Mr. Charles Johnson – Chairman, and Mr. Eric Lyda – Treasurer, were on site; Mr. Mike Jenkins attended the meeting by phone. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

The first order of business was the approval of the agenda. Upon a motion by Mr. Lyda, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the August 9, 2017 board meeting. Upon a motion by Mr. Lyda, the minutes from the August 9, 2017 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 36 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 36 invoices received, totaling \$51,933.29.

1	Advance Auto (Aug; Oil, filters, coolant-BS,GC)	\$457.52
2	Apple Valley Waste (Aug; dumpster rental - BS)	\$127.18
3	ARE (Jul; replaced wheel bearing basin-BS)	\$957.22
4	BSWW(Aug;fire hydrant&water@WWTP&Office,shut-offs;Sept;meterbks)	\$340.21
5	Brickstreet (Final after ins audit adjust 5/19/17)	\$800.00
6	Capital One (Jul;basin;supplies;bleach;alge;Lifts-BS,GC,IP,OFF,CMA)	\$1,817.14
7	Comcast (Aug; phone /internet - Office)	\$181.18
8	Commercial Press (Aug;Term/disconnect postcards & deposit book rev)	\$258.82
9	Decker & Co (Aug; progress audit & PSC report - FY 6/17)	\$6,000.00
10	Dawson's Home Ctr (Aug; key tagID,rope wasp killer, paint-BS & GC)	\$50.01
11	Erie Insurance (Workers Comp payment)	\$1,060.03
12	GHS (Aug;replace line Pendle St; install manhole etc. Canoles-Valley Rd)	\$6,055.00
13	HD Supply (Aug;Cleanouts,pvc,cap-Ewing St, BS, CMA)	\$178.48
14	Hunters Hardware (Jul; bolts,pins,valves,gauge tape hose - BS, IP)	\$71.18
15	Charles Johnson (Aug; Regular Board Mtg Salary)	\$125.00
16	Monty Kerns (Sept; cell phone allowance)	\$20.00

17	Klear Water Mgt (Aug; Alumin Sulfate,BioSanitizer,Polymer-BS, GC)	\$6,081.78
18	Randy Kyne Excavating (Aug;Sewer tap -Fairfax St.,roots-Rockwell Cir)	\$3,787.50
19	Eric Lyda (Aug; Regular Board Mtg Salary)	\$125.00
20	Lumos Networks (Aug; phone billing - GC, BS)	\$150.66
21	Maryland Pipe & Supply (Aug;PVC & gasketed coupling, plugs, tee - BS)	\$1,595.13
22	Miss Utility (Jul; Notification service fees)	\$28.30
23	Postmaster(Aug/Sept; billing & postage - BS,GC)	\$528.43
24	Potomac Edison(Aug;Off (\$87.94)BS(\$4915.11) & GC (\$620.06) WWTP&PS)	\$5,623.11
25	REIC Lab (Aug; wastewater analyses-BS, GC, SS, IndPk)	\$2,248.27
26	South Morgan Repair (Jul; drill holes in stainless pipes - BS)	\$75.00
27	Schreiber (Jul; diffuser sleeves, repairs - BS)	\$2,148.50
28	Share Corp (Aug; vegetation control)	\$252.24
29	Shives Electric (Aug;PS relays-GC,Bridge,UV parts,traps,modules-BS)	\$2,779.66
30	USA Bluebook (Aug;Bio block, hach sample,filter paper- GC)	\$500.89
31	WEX Bank (Jul/Aug; fuel for trucks)	\$680.09
32	CNB (Sept; mortgage payments)	\$1,050.00
33	EFTPS (Aug; SS & Medicare Contribution)	\$1,344.43
34	WV PERS (Aug; Retirement Contribution)	\$2,951.44
35	WV PEIA (Aug; Health Insurance&Admin fees)	\$1,129.89
36	WV PEIA (Aug; Retiree Trust Fund)	\$354.00
		\$51,933.29

The Board conducted the monthly review of the financial statements which include: the Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond Commission Status of Accounts statement. Upon a motion by Mr. Lyda, the financial statements were unanimously approved as presented.

The next item on the agenda was to discuss and approve the allocation of funds to upgrade the pumps and controls at lift station #2 in Great Cacapon West Virginia. Following a short review of the bids received, Mr. Lyda moved to accept the bid from RAM Industrial Services LLC, and approve up to \$20,000 for the project. The members unanimously approved Mr. Lyda's motion.

In an effort to avoid scheduling conflicts, the Board members decided to reschedule the October 2017 board meeting to October 5, 2017 at 9:30 AM, at the Morgan County courthouse.

The Board members engaged in a short discussion concerning bids received from ITI Trailers and Truck Bodies Inc. ITI had previously been solicited to provide quotes for 2 custom portable units which would slide into the dump truck bed owned by the WSPSD. The 1st custom unit was a 1000 gallon capacity waste/septic hauler complete with an integrated vacuum pump;

the 2nd custom rig was a 925 gallon slide in Jeter pump unit with options for either a gas or diesel engine. The Board members made the decision to pursue this subject at later date.

The Board members discussed the ongoing request from Coolfont Mountainside Association to assume the operation of their public water system. No decisions were made at this time.

The Monthly Operational Report:


Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of August 2017. (2) The Warm Springs PSD sent out 224 Termination of Service notices for the month of August 2017 for past-due payment. (3) The WSPSD and GHS Excavating have completed the installation of a new manhole and service tap for Lorraine Canoles for the new home being built at 2264 Valley Rd., Berkeley Springs West Virginia. (4) Lucas Andrews from Poly Coating solutions LLC has completed the work on the 8 manholes he was contracted to restore.

Future Business: No future business

Public comments: There were no public comments.

The next Board meeting will be held on October 5, 2017, at 9:30 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 10:52 AM.


Charles Johnson, Chairman

Attest: 
Monty Kerns, Secretary